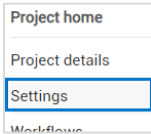



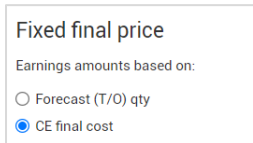
CONFIGURE REVENUE SETTINGS

- From the Project home page, select **Settings**.



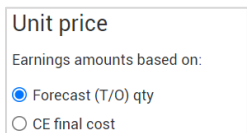
- Select  from the side menu.
- Select the **Revenue** tab.
- Select earnings rule for Fixed Final Price items.

- CE final cost** is recommended if forecast quantities differ from pay quantities



- Select earnings rule for Unit Price items.

- Forecast (T/O) qty** is typically recommended for unit price items.

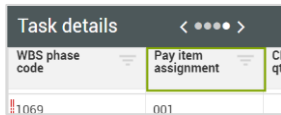


- If desired, turn on the switch to have Forecast (T/O) quantities in the CBS roll up to Forecast (T/O) quantities in the Pay Item register.



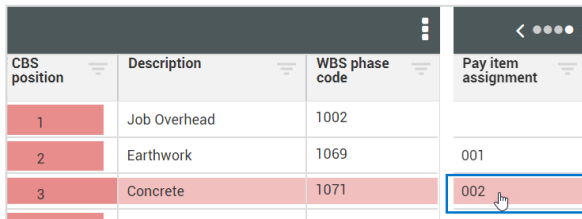
ASSIGN PAY ITEMS TO COST ITEMS

- On the CBS tab, scroll to the Pay item assignment column.



WBS phase code	Pay item assignment	CE qty
1069	001	

- Double-click in the **Pay item assignment** field for the cost item you want to assign.



CBS position	Description	WBS phase code	Pay item assignment
1	Job Overhead	1002	
2	Earthwork	1069	001
3	Concrete	1071	002

- Select the **pay item** to assign.



Select...	Pay item ID	Description
<input type="radio"/>	001	Earthwork - Labor & Mater...
<input checked="" type="radio"/>	002	Concrete - Labor & Material
<input type="radio"/>	003	Steel - Labor & Material

- Click **Assign**.

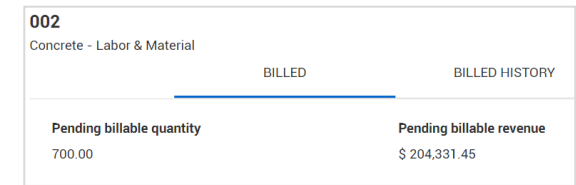
Note: Avoid assigning the same pay item to superior *and* subordinate cost items as this will double-up costs.

BILL A PAY ITEM

(If not brought in from your ERP)

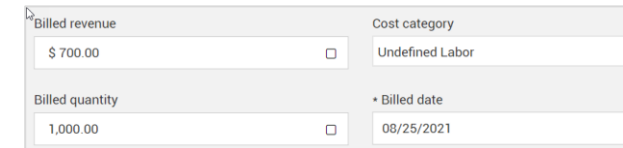
- Right-click on a pay item and select **Billed revenue details**.

- Pending billable quantity and revenue come from contributing cost items.



002 Concrete - Labor & Material	
BILLED	BILLED HISTORY
Pending billable quantity 700.00	Pending billable revenue \$ 204,331.45

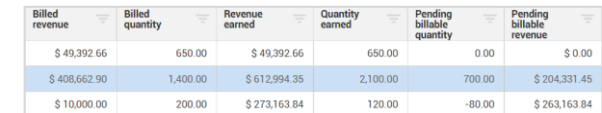
- Enter billing details.



Billed revenue \$ 700.00	Cost category Undefined Labor
Billed quantity 1,000.00	Billed date 08/25/2021

- If needed, click , then submit additional billing under another cost category.
- Click **Apply**.

- Billed values update in the Pay Items register.



Billed revenue	Billed quantity	Revenue earned	Quantity earned	Pending billable quantity	Pending billable revenue
\$ 49,392.66	650.00	\$ 49,392.66	650.00	0.00	\$ 0.00
\$ 408,662.90	1,400.00	\$ 612,994.35	2,100.00	700.00	\$ 204,331.45
\$ 10,000.00	200.00	\$ 273,163.84	120.00	-80.00	\$ 263,163.84

◆ BILL MULTIPLE PAY ITEMS

1. Select the pay items to bill.

<input type="checkbox"/>	Pay item number
<input checked="" type="checkbox"/>	001
<input checked="" type="checkbox"/>	002

2. Right-click on the selection and select **Bill multiple pay items**.

- On the New Bill Request, the Billed Revenue should match the Pending billable revenue on the Pay Item Register.

New bill request	
Description	Billed revenue
Earthwork - Labor & Material	\$ 49,392.66
Concrete - Labor & Material	\$ 408,662.90

3. If needed, manually change the Billed Revenue value(s).

4. Assign a cost category and notes as needed.

Billed quantity	UoM	Cost category
650.00	CY	Labor

5. Click **Submit**.

◆ REVIEW BILLED HISTORY

- Right-click on a pay item and select **Billed revenue details**.
- Select the **Billed History** tab.
- Review the register of billing entries.

BILLED			BILLED HISTORY	
Billed date	Billed quantity	Billed	Cost item	Cost Category
08/25/2021	650.00	\$ 49,392.66		Undefined Lab...

◆ UNIT PRICE REVENUE FORECASTING

Forecast total revenue = Current forecast (T/O) Qty X Unit Price

Description	Current forecast (T/O) qty	Current unit price	Current price	Forecast total revenue
Earthwork - Labor & Mater...	10,000.00	CY	\$ 75.99	\$ 759,887.01
Concrete - Labor & Material	10,000.00	CY	\$ 291.90	\$ 2,919,020.71
Steel - Labor & Material	800.00	Ea...	\$ 2,276.37	\$ 1,821,092.28

◆ REVENUE FORECASTING DATA BLOCK

Create a data block with revenue forecasting columns in the CBS.

Forecast Revenue					
Forecast revenue earned	Forecast remaining revenue	Forecast revenue unit cost	Forecast total revenue	% margin	Forecast total margin
\$ 49,392.66	\$ 444,533.90	\$ 49.39	\$ 493,926.56	25.49 %	\$ 125,926.56
\$ 408,662.90	\$ 1,634,651.60	\$ 204.33	\$ 2,043,314.50	40.29 %	\$ 823,314.50
\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	0.00 %	\$ 0.00
\$ 273,163.84	\$ 273,163.84	\$ 682.91	\$ 546,327.68	24.04 %	\$ 131,327.68
\$ 0.00	\$ 364,218.46	\$ 455.27	\$ 364,218.46	43.72 %	\$ 159,218.46

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